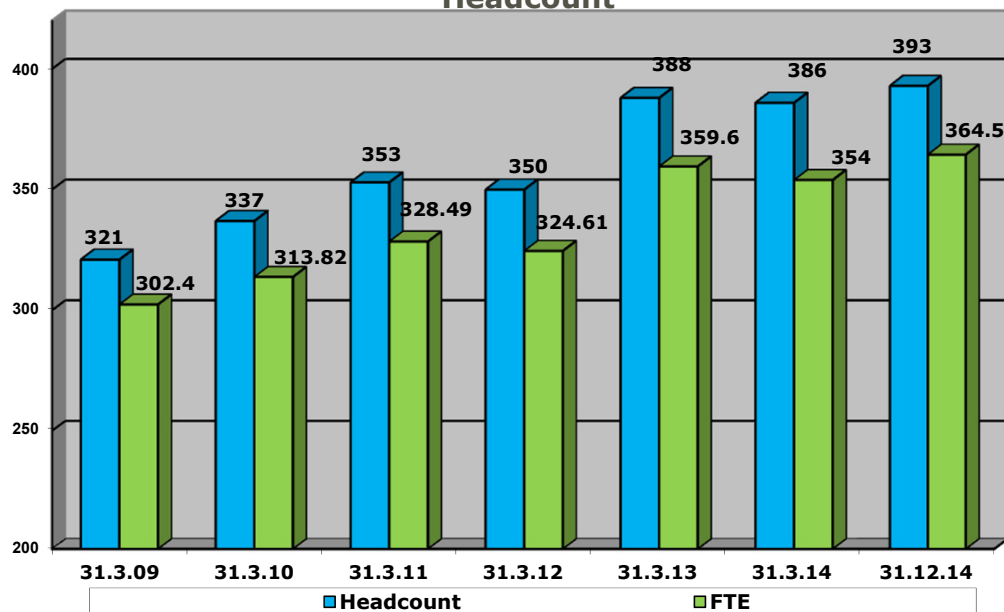


Organisational Development – January 2015 Dashboard

Headcount

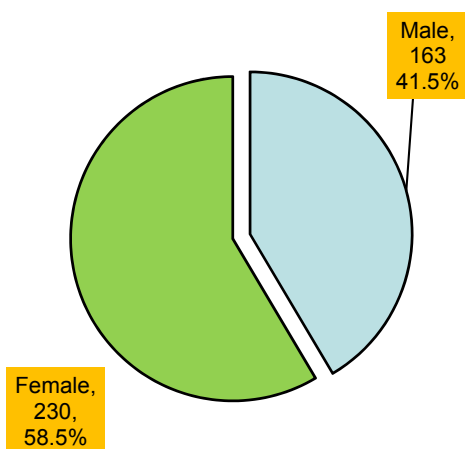


The ICO also had 12 agency staff on 31 December.

Grade Distribution as at 31.12.14

Job Level	No. of staff	% of staff
A	11	2.8%
B	29	7.4%
C	115	29.3%
D	89	22.6%
E	92	23.4%
F	42	10.7%
G	12	3.1%
H	3	0.8%

Staff Gender Analysis



Staff Gender Analysis by grade

	Female (% of grade)	Male (% of grade)
Level A	36%	64%
Level B	72%	28%
Level C	63%	37%
Level D	61%	39%
Level E	54%	46%
Level F	60%	40%
Level G	25%	75%
Level H	0%	100%

Staff disability analysis

	% of staff
Disabled	4.8%
Not disabled	95.2%

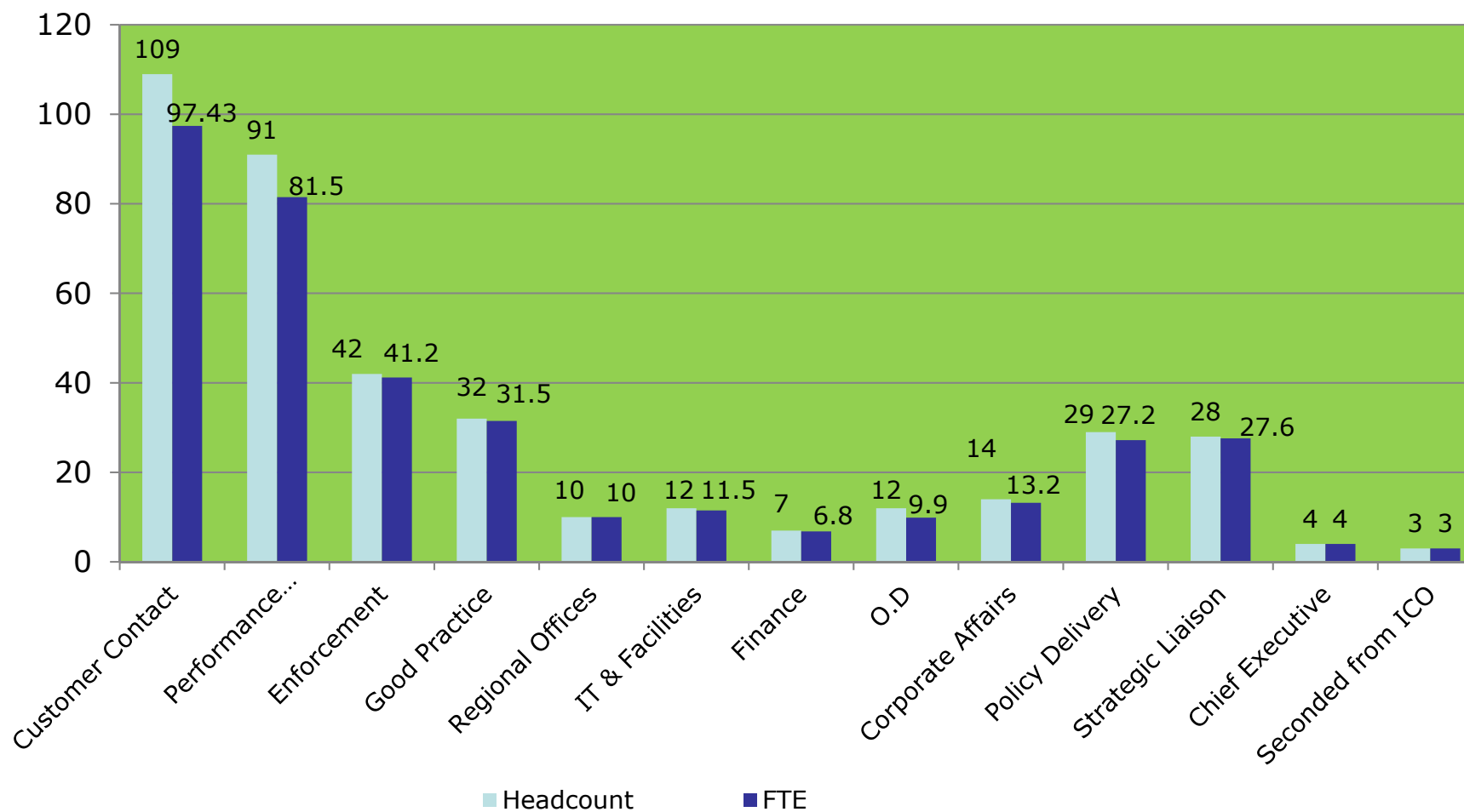
Full time/Part time split

	% of staff
Full time	78.6%
Part time	21.4%

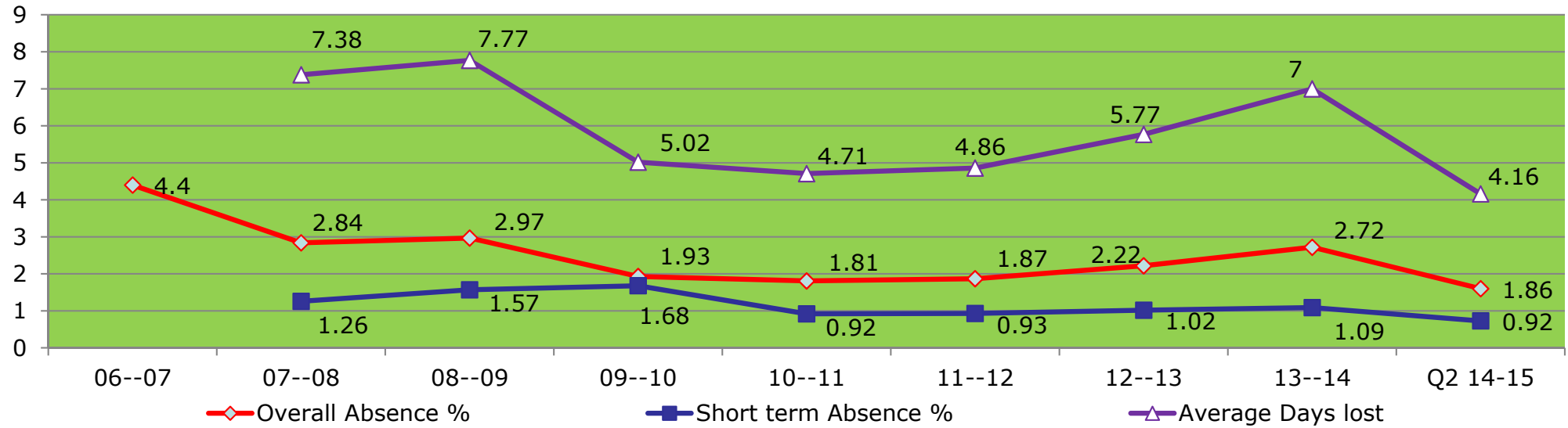
Staff ethnicity analysis

	% of staff
Asian and Asian British	2.25%
Black and Black British	0.75%
Chinese	0.25%
Mixed ethnicity	1.50%
Other ethnicity	0.25%
White	95%

Staff distribution by department

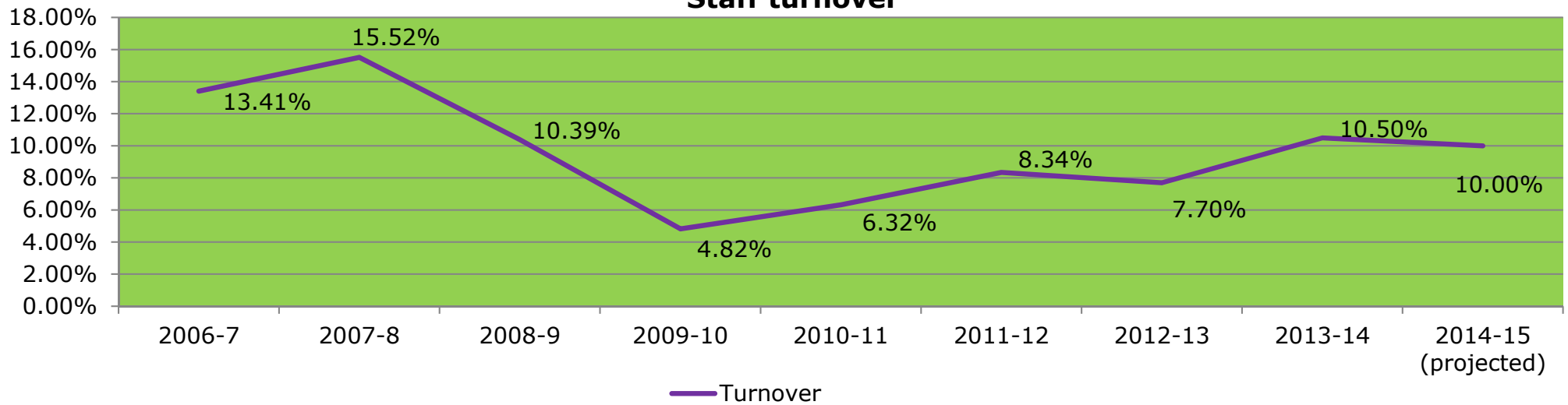


Sickness absence



Short term absences exclude absences of over 3 weeks duration. 73% of staff have not had any sickness absence to date in 2014/15

Staff turnover



There were 12 leavers in Q3. Reasons for leaving included: relocation; personal reasons; career change and career progression x 9.

Learning and Development – Activity and allocation of resources

New Starters

Information
Rights Training

Professional and
Technical

Career
Development

Leadership and
Management

Budget allocation 2014-15 – to end of Qtr 3

£2 250
1%

£6 390
4%

£99 568
57%

£882
<1%

£34 335
19%

Under scope 2014-15 – Qtr 4

zero

zero

£28 776
16%

£2 500
1%

£1 500
1%

Training days 2014-15 – to end of Qtr 3

70 days
511 hours

260 days
1879 hours

431 days
3167 hours

128 days
920 hours

171 days
1260 hours

Training days 2014-15 – Planned for Qtr 4 (estimated)

83 days
606 hours

138 days
1013 hours

67 days
496 hours

26 days
193 hours

97 days
720 hours

Business priorities delivered

Induction
Introduction DP/FoI
Information Security
Training
Core training in ICO
Customer Service
Training

Foundation DP /FoI
Advanced FoI

BCS Certificate in DP

Agile Project
Management

Professional
Enforcement
Qualification

Advanced Human
Rights

DiSC events
Know about
sessions

First line manager
training programme

Organisational Development : Summary Q3

	Management support	Learning and Development	HR processes	Health and Safety (with Facilities)
Supporting the business	<p>Pay remit agreed by the Treasury in mid-December. ICO able to remove the Development Zone of pay scales by accelerating staff to the End of Year 3 Rate, which will become the new starting salary for each grade.</p> <p>Changes to various elements of terms and conditions agreed with Leadership Group and achieved broad acceptance with the Trade Unions.</p> <p>Consultation with Trade Unions concerning pay have commenced.</p> <p>Completion of disciplinary processes which have involved in-depth research and investigation. Two staff have left the organisation as a result.</p>	<p>12 staff have passed the British Computer Society (BCS) Certificate in Data Protection. 11 staff awaiting results, a further course is planned commencing January.</p> <p>Twenty staff have successfully completed Advanced Investigatory Skills training. The full eight modules and assessments, the programme takes around 18 months to complete.</p> <p>DiSC training is used for team events and business coaching. 35 profiles have been delivered by our qualified in-house L&D team.</p>	<p>Recruitment exercises for Senior Policy Officers;</p> <p>20 new starters in the quarter.</p> <p>Significant recruitment campaign for Case Officers completed. Working closely with agencies when necessary to open up the candidate pool.</p> <p>Pension statements provided for all staff, with residual errors or omissions being addressed with MyCSP.</p> <p>Revised Disability Action Plan submitted to Northern Ireland Equality Commission.</p>	<p>No RIDDOR reportable accidents this quarter (none so far in 14/15)</p> <p>Fire evacuation exercise taken place.</p>
Delivering services	<p>Contract management meetings with HR database supplier. Agreed to implement upgrade to the system.</p> <p>Continued provision of accurate pay services and</p>	<p>A new approach to the BCS qualification will commence in autumn 2015, this will mean reduced classroom hours and build on our established core DP training, avoiding duplication.</p>	<p>Co-ordination of support for staff with Access to Work.</p> <p>Move of ICO jobs website from being externally hosted to being part of the core ICO website. Will deliver savings for hosting of £4,300 plus savings on costs of keeping the site up to date.</p> <p>Content of jobs website reviewed and updated.</p> <p>HR pages of ICON reformatted and content reviewed.</p>	

